



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1

DISTRIBUTION: A, S

CJCSI 1332.01

15 June 1997

JOINT OFFICER MANAGEMENT POLICY PROVISIONS CONCERNING JOINT SPECIALTY OFFICER SELECTION BOARDS

Reference(s):

- a. Chapters 36 and 38, Title 10, United States Code
- b. CJCSI 1331.01, 10 February 1995, "Manpower and Personnel Actions Involving General/Flag Officers"
- c. DOD Instruction 1300.20, 20 December 1996, "Joint Officer Management Program Procedures"
- d. DOD 8910.1M, November 1986, "DOD Procedures for Management of Information Requirements"

1. Purpose. This instruction provides policy guidance governing joint specialty officer (JSO) selection boards.

2. Cancellation. None.

3. Applicability

a. This instruction applies to the JSO selection board procedures convened under 10 USC, 661 through 667.

b. This instruction does not apply to medical, dental, veterinary, medical service, biomedical science, nurse, chaplain, judge advocate specialties, or officers who are not or have not served in joint duty assignments (JDAs) or who are not on the active duty list. Officers with these specialties may not be assigned to JDA positions and are excluded from the provisions of this instruction. Procedures relating to 0-7 and 0-8 JSO matters are governed by reference b.

c. Procedures apply to officers who meet qualifications prescribed by the Secretary of Defense who are senior captains, or in the case of the Navy, senior lieutenants and serving in the grade of major or lieutenant commander or a higher grade.

4. Policy. The Chairman of the Joint Chiefs of Staff is charged by law to review JSO selection board reports to determine if the board acted in a manner consistent with SecDef guidelines under 10 USC 661(a through d). The Chairman reviews board results to determine if the selected officers meet the minimum qualifications. Additionally, the Chairman reviews board instructions and CJCS representatives to assess the extent to which the Military Departments have complied with the law as set forth in 10 USC 661 (b and c). This instruction sets forth guidelines necessary to enable the Chairman to meet these responsibilities.

5. Definitions. See Glossary.

6. Responsibilities. For all JSO selection boards:

a. The Chairman of the Joint Chiefs of Staff will:

(1) Review the proposed Service formal charge, letter of instruction, memorandum of instruction, or precept for JSO selection boards.

(2) Select an officer currently serving in a JDA to represent the joint community as a member of the Service JSO board. The Director for Manpower and Personnel will act for the Chairman in selecting an officer nominated by the Service or another qualified officer.

(3) Review reports of JSO selection boards prior to their transmittal to the Secretary of Defense by the Secretary of the Military Department concerned.

b. The Director for Manpower and Personnel (J-1) will:

(1) Administratively coordinate and process precepts.

(2) Approve CJCS-designated board member.

(3) Administratively review JSO selection board results, ensuring the accuracy and completeness of the analytical

information provided and resolve any discrepancies with the Service involved.

(4) Ensure expeditious, close-hold handling of board documents.

(5) Obtain CJCS review and comments on board results and prepare associated correspondence.

(6) Update the JSO status of the officers approved by the Secretary of Defense in the Joint Duty Assignment Management Information System (JDAMIS).

c. The Military Departments will:

(1) Ensure all JDAMIS updates are complete and accurate. Assignment dates reflecting arrival in and departure from joint duty assignments and joint professional military education data should be verified with service personnel data.

(2) Recommend a minimum of two qualified and available officers, serving in JDAs, from which the J-1, on behalf of the Chairman of the Joint Chiefs of Staff, may designate primary and alternate selection board members. Requests for CJCS-designated board members will be submitted to J-1 not less than 45 days prior to the scheduled board convening date.

(3) Provide guidance in the form of secretarial formal charges, letters of instruction, or precepts that include, at a minimum, the following guidance as directed by reference a:

(a) "The board's responsibility is to ensure that officers selected for the joint specialty have the highest standards of performance, education, and experience.

(b) It is expected that officers recommended for award of the joint specialty shall have performance records of at least the same overall quality as those officers selected for assignment to the Service headquarters staff."

(4) Submit the proposed precept to J-1 for review not less than 45 days prior to the scheduled board convening date.

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(5) Services can request a JSO eligible listing from J-1/Joint Officer Management Section (JOMS) through Email or letter. The Service should review this JOMS-generated listing with a Service-generated eligible listing.

Note: JDAMIS data should not be used as the sole basis for establishing joint credentials. JDAMIS data are only as accurate as the data inputs made by the Service. The query design may not always compensate for unique circumstances. Joint credentials are determined as of the date the Secretary of the Military Department signs the transmittal recommending officers for JSO status.

(6) Determine final eligibility prior to the board convening. Once the Service determines which officers are meeting the board, one more eligibility check can be made by requesting an Ineligibility Roster from JOMS. The Service provides JOMS a SSN file of officers meeting the board. (ASCII or text file of only SSNs, no spaces, no dashes, one SSN under the other).

(7) Clearly identify to board members all officers who meet the fully qualified criteria and those officers requiring Secretary of Defense waiver. The Services will ensure the board recommendations for waivers do not exceed 10 percent of the total number of JSO designations by paygrade unless requesting the officer's designation be held until the end-of-year. End-of-year waivers shall be distributed by the Chairman of the Joint Chiefs of Staff with ASD(FMP) approval.

(8) Present board information in the format and manner specified in Enclosures B through F and ensure that the supporting information reconciles with that in JDAMIS.

(9) Provide a computer disk containing the SSN of each officer recommended for designation. This disk is used to make a final JDAMIS query confirming the joint status of each officer recommended for designation. Any discrepancies will be reconciled with the Military Department staff.

7. Guidelines. See Enclosure A.

8. Reports. The reports described in this instruction are exempt from licensing in accordance with subparagraph E4C of reference d.

9. Summary of Changes. None.

10. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

\Signature\
DENNIS C. BLAIR
Vice Admiral, U.S. Navy
Director, Joint Staff

Enclosures:

A--Guidelines
B--Report Summary Report
C--Basis for JSO Approval Category A
D--Basis for JSO Approval Category B
E--Basis for JSO Approval Category C
F--Basis for JSO Approval Category D
Glossary

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ENCLOSURE A

GUIDELINES

Guidelines

- a. Basic eligibility is found in reference b.
- b. Eligibility categories:
 - (1) Category A JSOs. Officers who complete JPME before completing a full JDA or critical occupational specialty (COS) officers who complete a full joint duty tour (36 months) before completing JPME.
 - (2) Category B JSOs. COS officers who complete joint duty under COS-takeout provisions (24 months) and who have completed JPME, either before or after they completed their JDA. (COS officers are exempt from the sequence requirement which specifies, for other officers, that JPME be completed before the JDA completion).
 - (3) Category C JSOs. Non-COS officers who have completed their full JDA before they complete JPME; requires a sequence waiver for JSO designation.
 - (4) Category D JSOs. Officers who have completed two joint tours in lieu of completing JPME; requires an education waiver for JSO designation. Justification must address two areas: (1) that the JDAs the officer completed were of sufficient breadth as to qualify the officer for the joint specialty and (2) that it is impractical for the officer to complete JPME, Phase II, at this stage of the officer's career. For example, a strong case can be made to show that it is "impractical" for a G/FO to complete Phase II. Similarly, a strong argument could be made to show that it's impractical for an O-6 without Phase I JPME, who is no longer eligible to attend in-residence PME to complete Phase II.
- c. Prior to forwarding a selection board report to OSD for approval, the Military Department will forward the report to the Chairman of the Joint Chiefs of Staff, through J-1, for review and comment. Board reports will contain, at a minimum:

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- (1) A transmittal from the Secretary of the Military Department addressing any significant aspect of the board, including any requests for end-of-year waivers.
 - (2) A summary page in the format indicated in Enclosure B, as of the date the Service Secretary signs the board memo. Information must accurately reflect each officer's grade as of the date the Service Secretary signs the board package.
 - (3) The CJCS approved board precept or memorandum of instruction.
 - (4) Board membership identifying the CJCS-designated member who is currently serving in a JDA.
 - (5) A computer disk with SSNs, divided by the JSO category, of recommended JSO designees as of the date the Secretary signs the memorandum.
- d. Additional guidance:
- (1) Accounting for Paygrade. Officers who change grade during the JSO Board process can be counted in the new grade if promoted (frocking is not acceptable) on or before the Secretary of the Military Department signs the board package to the Chairman.
 - (2) Minimum Tenure for Full Credit. In some cases, officers remain in their JDA beyond "full tour" requirements (more than 36 months for non-COS officers or more than 24 months for COS officers on their initial tour). Even though JDAMIS does not reflect a departure date for these officers, they are eligible as long as they have fulfilled the minimum statutory full joint tour obligation.
 - (3) Fulfilling Sequence Requirements through Multiple JDA Tours. Eligibility does not necessarily have to be from the initial joint tour. In some cases, the combination and timing of JDA and JPME allow an officer to be categorized in more than one designation category. For example, if a non-COS officer completes a full tour, later attends JPME, and then completes a second JDA, this officer can be categorized as a Category C designee requiring a sequence waiver (based on the first joint assignment) or a Category A designee, not requiring a waiver (based on the second JDA). To preclude the unnecessary use of a waiver, the officer should be counted in Category A.

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(4) JPME Phase II Sequence. Non-COS officers who complete JPME Phase II while serving in a JDA are counted as Category A.

(5) End-of-Year Waivers. Military Departments can request an officer's JSO designation be held until the end-of-year if the officer is otherwise eligible but numerically exceeds the 10 percent count by grade. These waivers are held until the end of the fiscal year to determine the Department of Defense's unused quotas. The availability of end-of-year waivers should not be assumed. Waivers, if available, will be allocated across all Military Departments, based on request, by the Joint Staff with ASD(FMP) approval.

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ENCLOSURE B
REPORT SUMMARY REPORT

Joint Specialty Officer Board Results

	Category	Total
A	JPME Followed by Full JDA and Full JDA Followed by JPME (COS officers only)	57
B	JPME and 2-Year JDA (COS only)	50
	TOTAL	107
C	Full JDA Followed by JPME (Non-COS) Waivers	2
D	Two Full JDAs (Waiver)	4*
	TOTAL	6
	TOTAL	113*

4 Appendixes

- A. Fully Qualified
- B. Full JDA Followed by JPME
- C. Sequence Waiver
- D. Two Full JDAs (JPME) Waivers

*JSO status deferred until end of FY quotas are determined
(two Colonels requested)

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ENCLOSURE C

BASIS FOR JSO APPROVAL CATEGORY A

Basis of Approval (A)
JPME Followed by Full JDA
Full JDA Followed by JPME (COS Only)

<u>GRD</u>	<u>NAME</u>	<u>SSN</u>	<u>SKILL</u>	<u>JPME/TYPE</u>	<u>GRAD DATE</u>
Col	Alexander, Robert	123456789	33XX	Air War College residence AFSC	Jun 94 Sep 95
Col	Smith, John	123456789	14XX	ICAF	Jun 91
Col	Tuff, Brandy	123456789	14XX	NWC	Jun 92
LtCol	Smith, John B.	123456789	36XX	Army War Col residence AFSC	Jul 91 Sep 91
Maj	Smith, J. B.	123456789	11XX	Naval War Col residence AFSC	Jun 91 Mar 94

Note: Place names in alphabetical order by grade. JDA information is not required because it is available from JDAMIS. For JPME, record the school, type course (correspondence/residence), and graduation date (month/year).

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ENCLOSURE D

BASIS FOR JSO APPROVAL CATEGORY B

Basis of Approval (B)
JPME and 2-Year JDA (COS Only)

<u>GRADE</u>	<u>NAME</u>	<u>SSN</u>	<u>JPME/TYPE</u>	<u>GRAD DATE</u>
CAPT	Smith, John	123456789	Army War College/residence AFSC	Jun 95 Sep 96
CDR	Smith, John B.	123456789	ICAF/residence	Jun 96
LCDR	Smith, J. B.	123456789	Naval War College/residence AFSC	Jun 96 Jun 95

Note: Place names in alphabetical order by grade. For JPME, record school, type (correspondence/residence), and graduation date (month/year).

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ENCLOSURE E

BASIS FOR JSO APPROVAL CATEGORY C

Basis of Approval (C)
Full JDA Followed by JPME (NON-COS)

<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>SKILL</u>	<u>POSNCODE</u>	<u>DATE</u> <u>START</u>	<u>DATE</u> <u>STOP</u>	<u>RSN/CR</u>	<u>SCHOOL</u>	<u>DATE</u> <u>GRAD</u>
Jones, LTC John		123456789	25A	I4040179	860626	880505	V/F	ICAF	Jun 92
Smith, MAJ John		123456789	35B	E0030022	910815	940722	W/F	ArmyWC residence AFSC	Jun 95 Sep 95
				I4070020					

JONES

LTC Jones was assigned to the Institute of Technology pursuing his Ph.D. when selected for reassignment to DISA. Because of the assignment timing and class availability, LTC Jones was unable to complete Joint Professional Military Education (JPME) prior to being reassigned. While in his joint tour, LTC Jones was selected to attend ICAF. He has an outstanding record, sufficient breadth and joint experiences, and skills that are needed to fill critical JDA billets.

SMITH

It would be in the best interest of sound personnel management to waive the requirement that MAJ Smith's joint duty assignment be performed after completion of JPME. MAJ Smith completed Army War College and Armed Forces Staff College in 1995, after completion of a joint duty assignment at USEUCOM in 1994. Currently in his second joint assignment, MAJ Smith's JSO designation would have to be delayed for 3 years, until completion of his assignment at Athens, Greece, if not granted a sequence waiver. JSOs in the intelligence career field have severe shortages, and MAJ Smith's JSO designation will improve the availability of superb officers to serve in key JDAs.

Note: Include rationale as to why the waiver is in the interests of sound personnel management. For JPME, record school, type (correspondence/residence), and graduation date (month/year).

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ENCLOSURE F

BASIS FOR JSO APPROVAL CATEGORY D

Basis of Approval (D)

Two Full JDAs

The following officer requires a waiver to become a JSO. Justification provided below:

<u>NAME</u> <u>SSN</u>	<u>GRD</u>	<u>SKILL</u>	<u>POSNCODE</u>	<u>JPME</u> <u>GRAD DATE</u>	<u>DATE</u> <u>START</u>	<u>DATE</u> <u>STOP</u>	<u>RSN/CR</u>
Smith, COL John J. 123456789	COL	4XX	I4040362	Air War College Correspondence Mar 92	870224	900611	W/F
			W2090005		900627	930627	W/F

SMITH

COL Smith has served in two joint organizations providing him with sufficient breadth, depth, and knowledge of joint operations. The basis for COL Smith's joint specialty is listed below:

While assigned to DISA, he served as the Defense Switched Network, Western Hemisphere Section Chief. He was the program manager for the \$900 million Defense Commercial Telecommunications Network (DCIN), a multiyear, joint service program providing voice, data, and video services for the Department of Defense. He directed the planning, programming, funding acquisition, and installation of the Defense Switched Network (DSN) at over 200 locations. He oversaw contractor activities and assisted Military Departments in developing DSN requirements.

Based on his background, technical expertise, and joint experience, he moved from DISA directly to USEUCOM to be the Chief, Project Section, HQ SHAPE. He was responsible for initiating, managing, and implementing major computer hardware and software projects, valued at over \$30 million, for the upgrade of SHAPE's Command and Control Information System (CCISO) and SHAPE's Nuclear Planning System. He prepared comprehensive technical project proposals and formally presented them to NATO committees for approval. He also coordinated US foreign military sales of automatic data processing equipment to SHAPE. Supervised six international officer grade personnel.

It is impractical to send COL Smith to Phase II, JPME at this time in his career, because he has not completed Phase I and is no longer eligible to attend Phase I PME in residence.

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GLOSSARY

board convening date. The first day a JSO board meets.

end-of-year waivers. Military Departments can request an officer's JSO designation be held until the end-of-year if the officer is otherwise eligible but numerically exceeds the 10 percent count by grade. These waivers are held until the end of the fiscal year to determine the Department of Defense's unused quotas. The availability of end-of-year waivers should not be assumed. Waivers, if available, will be allocated across all Military Departments, based on request, by the Joint Staff with ASD(FMP) approval.

full tour. Non-COS officers completing minimum statutory full joint tour of 36 months; COS officers completing minimum statutory full initial joint tour of 24 months or more.

grade/Rank. Grade or rank officer is being paid. It does not include frocked or promotion selection status.

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